

SF Ballet 2019/2020 Facility Rental Guidelines

Correspondence

Please direct all correspondence to: San Francisco Ballet
Attn: Yana Vincent
455 Franklin Street
San Francisco, CA 94102

Email: yvincent@sfballet.org
Phone: (415) 865-6695
Fax: (415) 861-2684

Availability

Please complete and return the "Facility Rental Request" form via email or fax for all audition and event rental requests. Specify the exact start time and end time of the event including the time you will need for set-up/registration/clean-up; you may be expected to leave the studio immediately upon your scheduled completion time.

Agreement and Insurance

Once the Facility Rental Request has been received, and it has been determined that the requested dates do not conflict with San Francisco Ballet activities, we will confirm the finalized reservation date and time. At this time SF Ballet will send a Rental Agreement and a Hold Harmless form. Please review, sign, and return the Rental Agreement and Hold Harmless form to SF Ballet.

Your organization must provide a Certificate of Insurance with the following:

1. Required Insurance types and limits
 - a. General Liability: \$1M each occurrence, \$2M aggregate
 - b. Auto coverage: \$1M each occurrence
 - c. Umbrella Liability: \$5M each occurrence
 - d. Worker's Compensation: \$1M each occurrence
2. Please list the SF Ballet as Additional Insured. The Additional Insured provision should be *unrestricted*, meaning that it should NOT be limited to "as required by written contract".
3. Please include the following under "Certificate holder":
San Francisco Ballet Association
455 Franklin Street
San Francisco, CA 94102
4. Please provide a Waiver of Subrogation in favor of the Ballet.
5. Please include the wording "All Operations" within the description of operations, locations, vehicles section of the certificate.
6. Please provide with a minimum of '30 days' written notice in the event of cancellation of the policy (except, 10 days for non- payment of premium)". This information can be typed directly onto the certificate.

Organizations with no employees may have the requirement for Workers Compensation insurance coverage waived but must carry Medical Payment Coverage (aka Accident Medical Expense Coverage) for Participants with no less than a \$25,000 limit. If the organization hires independent contractors who will work for the organization in San Francisco Ballet's rented space, then the organization specifically attests that it requires said independent contractors to carry his or her own worker's compensation insurance and has obtained a copy of such a policy for their records. Said policies do not need to be provided to San Francisco Ballet.

Should your organization carry coverages that differ from those detailed above, eligibility will be determined on a case-by-case basis. The Rental Agreement, Hold Harmless form, payment, and proof of insurance must be received to guarantee your reservation for the space.

Please note that the studio(s) to which you are assigned could change on the day of the rental in order to accommodate changes to the SF Ballet School or Company schedules. There are often multiple events

scheduled in the building, and you may be asked to limit all of your activities to the space to which you are assigned. For security reasons, SF Ballet requests that all guests use the 1st floor restrooms.

SFBS Fee Waiver, Company Auditions

Please note: As part of the terms of this rental agreement, the San Francisco Ballet School requires that audition fees be waived for SFBS students who elect to participate in company auditions held at 455 Franklin Street. SFBS students will present their school badge, featuring a current 2019/20 sticker to the audition manager during the registration process. SFBS students participating in School or Summer Intensive auditions should expect to pay all applicable fees.

Any questions or concerns regarding this policy may be directed to Andi Yannone, Director of Education and Training, ayannone@sfballet.org or Christina Rutter, Associate Director of School Administration, crutter@sfballet.org

Costs and Fees

Please make checks payable to *San Francisco Ballet Association* and indicate “2019/2020 Facility Rental Fee” in the notes portion of the check. Payment is due two weeks prior to the reservation. Please pay the pianist directly (cash is preferred) on the day of the audition. Cancellations receive full refunds.

Pricing: Rent and Staffing Charges

<u>Room Name</u>	<u>Location</u>	<u>Room Type</u>	<u>Dimensions (in feet)</u>	<u>Hourly Rate</u>	<u>Non-Profit Hourly Rate</u>
Dollar	1 st floor	Conference	30 x 35	\$140	\$70
Jewett	1 st floor	Dance Studio	35 x 55	\$140	\$70
HC	2 nd floor	Dance Studio	40 x 48	\$140	\$70
Y	2 nd floor	Dance Studio	40 x 48	\$140	\$70
New	2 nd floor	Dance Studio	40 x 48	\$140	\$70
Franklin	2 nd floor	Dance Studio	28 x 48	\$140	\$70
Tenenbaum	4 th floor	Dance Studio	40 x 48	\$140	\$70
Scutchfield	4 th floor	Dance Studio	40 x 48	\$140	\$70
Buck	4 th floor	Dance Studio	40 x 48	\$140	\$70
LC	4 th floor	Dance Studio	55 x 90	\$200	\$100

Each room includes A/V equipment, piano, and folding tables/chairs as needed. A \$50 Administrative Fee may be charged to cover scheduling and logistics. SF Ballet also reserves the right to impose a \$100 Janitorial Fee. SF Ballet will determine whether additional staffing charges will be required based on the day, time, and size of your reservation; rates for additional staff are below.

SF Ballet Staff	Hourly Rates
During normal operating hours	\$50
During holidays and non-operating hours	\$75

Audition Pianists

SF Ballet can arrange a pianist for your audition at a rate of \$65 per hour. This is payable directly (cash is preferred) to the pianist at the conclusion of the audition. Please note the start and finish time and whether you require a classical and/or contemporary pianist on the request form. Should your audition end prior to the scheduled time, pianists shall be paid according to time reflected in Rental Agreement. Likewise, should the audition run over the scheduled time, the pianist shall be paid according to the \$65/hour rate, at half hour increments.

Event Materials

Please do not mail event materials to SF Ballet in advance unless you have pre-arranged it with Yana Vincent. SFB will not be responsible for replacing any pre-sent items if they are lost.

Visitors (Parents, Media, Press)

SF Ballet does not allow parents of auditioning students or unlisted guests into the building; they must wait in the lobby. SF Ballet does not allow the media into our building without advanced written permission.

Smoking & Consumables

SF Ballet does not permit smoking in the facility. Bottled water is permitted in the studios; food or other beverages are not permitted. Please do not wear street shoes or tap shoes in the studios.

San Francisco Ballet Rental Requirements

- ✓ Submit Rental Request Form.
- ✓ Review, sign and return the Rental Agreement and Hold Harmless form.
- ✓ Provide proof of required insurance.
- ✓ Provide IRS Determination Letter/501(c)3 letter if your company is requesting the non-profit rate.
- ✓ All documents must be received a minimum of two weeks prior to the reservation.
- ✓ Payment is due two weeks prior to the event; checks payable to *San Francisco Ballet Association*.
- ✓ Please pay your audition pianist(s) directly at the conclusion of the audition.

Your adherence to these guidelines is greatly appreciated.